

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Tuesday, October 10, 2006  
5:00 p.m.

### Members Present

Dennis Howard, Chairman  
Michael Gillette, Vice Chairman  
Bert Dodson  
Tom Gerdy  
Kelvin Moore  
Terri Proffitt

### Members Absent

Linda Jones

### Staff Present

Kimball Payne  
Lee Newland  
Nicole Gilkeson  
Gerry Harter

#### 1. Call to Order

Mr. Howard called the meeting to order.

#### 2. Approval of Minutes

The Authority approved the minutes as distributed with no amendments. Mr. Howard asked that it be stated in the minutes that the August meeting was cancelled due to the lack of a quorum.

#### 3. Discussion of September 11 Meeting with Roanoke Parking Officials

Authority members agreed that the trip to Roanoke was helpful in understanding how parking is managed both on and off-street. Mr. Payne stated that the trip provided an appreciation for the level of detail and awareness of parking required to efficiently manage parking. He also said the technology was helpful in the City's ability to manage on-street parking and that Roanoke used parking as an incentive for businesses. The Authority discussed the difficulty of staying cash flow positive, especially when new decks must be built to accommodate an increased need for parking. Dr. Gillette stated that the meeting made it clear that Roanoke has made a commitment to downtown by contributing public funds and maintaining 50% of the downtown parking. The Authority agreed that this information would be increasingly useful as the City establishes our parking needs through the use of the parking consultant.

#### 4. Staff Reports

Mr. Payne stated that after interviewing three consultants, the City chose Carl Walker, Inc. Mr. Lee Bourque will be representing the firm and will be coming to the November Parking Authority meeting to talk with the Authority prior to signing a contract. The Authority discussed the fees and scope as presented by the consultant and will be prepared to ask necessary questions at the November meeting.

Ms. Gilkeson stated that the requested changes to the City's website had been made. Specifically, an external link to the downtown Lynch's Landing map has been added to the Map Gallery page, and a new drop-down button has been enabled in the visitor's section entitled "Where to Park." This page includes a narrative listing short-term downtown parking options as well as the Lynch's Landing map. Staff will continue to work on changing the Parking Authority web page as needed.

Mr. Harter gave a description of an arising issue regarding residential parking permits. As the downtown sees an increase in residential use, individuals without access to off-street parking can apply to the City for an on-street parking permit that allows them to park in zones marked as hourly and by permit only. Mr. Harter explained that this will eventually lead to competition between residents and businesses for on-street spaces. He suggested that one possible alternative be to edit the City Code pertaining to this matter. The Authority agreed to ask the consultant to also investigate this issue.

## **5. Next Steps**

Ms. Proffitt read an email to the Parking Authority from the owners of the Allied Arts Building. They had stated that in order to lease their building to full capacity, they need more parking. The owners of the building asked that their concerns be brought to the Parking Authority in hopes that a public-private partnership might be created to expand the deck adjacent to their building. Ms. Proffitt told the owners that automating the deck would help to increase usage in the deck; the owners would like to talk with the consultant about automation in the near future. Ms. Proffitt also spoke about managing the deck at 10<sup>th</sup> and Main and stated that she would like to establish a partnership between the City and new owners to maximize the efficiency of downtown decks.

## **6. Adjourn**

The meeting was adjourned with no further business. The next meeting will be held on Tuesday, November 14 at 5:00 p.m. in the City Manager's Office.